

ALMA Workshop: TEAM ROLES

As you are working together, you will each be taking roles on your team based on your professional background, the sector you represent, and your personality. You have your project description and know what the deliverables are. There are countless ways to get there as a team. But with limited time, we'd like to offer you some structure and team roles to jumpstart how your team works together.

Discuss who can start off with these roles (you can reassess as you go). These are not designed to be the sole thing a team member does and there are many things that will need to be done that aren't included below. Are there additional functional roles your team feels it needs?

Coordinator – Makes sure team meetings are scheduled, communicates about meetings, sets up online meetings

Recorder – Makes sure notes and files are taken, stored, and organized

Timekeeper – Watches clock and overall schedule to make sure team will reach milestones

Focuskeeper – Asks if work is leading towards deliverables and is centering the needs of the organization

Researcher(s) – lead on finding supporting information, case studies. Might need multiple for different subject areas.

Supporter – Checks in with other roles and team members to make sure they have what they need to fulfill role.